



Year End 1099 Reporting Seminar

This seminar provides essential information for those who prepare and those who supervise preparation of Forms 1099 for payments made through COFRS. We will discuss federal tax laws, penalties, critical dates, statewide policies, the COFRS 1099 Reporting sub-system procedures, coding payments correctly so they are picked up for reporting, identifying reportable vendors, the importance of entering records correctly on the COFRS VEND table, and manually correcting vendor income amounts. Joyce Miller of the State Controller's Office presents the seminar.

Date: Tuesday, November 30, 2004
Time: Registration 1:00-1:15 p.m., Training 1:15 – 4:00 p.m.
Place: Legislative Services Building, LAC Audit Hearing Room
Address: 200 East 14th Avenue (across from the Capitol on the SE corner of 14th Ave & Sherman St), Denver, CO

1099 Reports Review Workshops

These are "hands-on" workshops. You bring your agency's 1099 reports and we will go through the 1099 reports review process step-by-step. Most of your year-end reports review will be completed when you leave the session! Choose which session you wish to attend:

Dates & Times: Monday morning, December 6, 2004, 9:00 – 11:30 A.M.
Tuesday morning, December 7, 2004, 1:30 – 4:00 P.M.
Tuesday afternoon, December 7, 2004, 9:00 – 11:30 A.M.

Place: State Controller's Office, Conf Room B

Address: 1525 Sherman St, Denver, CO

Materials to bring:

- T9902 & T9903R Reports (1099 "Y" and 1099 "N" versions)
- Felt Tipped Highlighter
- Small "Sticky Notes"
- Pen or pencil and pad to take notes

To register for the 1099 Seminar and/or a Reports Workshop call Joyce Miller at 303 866-3816 or Email joyce.miller@state.co.us [Email preferred] Please provide your name & agency, phone number & email address, number of attendees , and date(s) of the training and/or workshop that you wish to attend.